App. F. IX-4

40-41

Previous References —193—. (Pts.)

File No. 70.40

Serial Nos. 5710

Later References.

Pts. 27.41.19.21.26.

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 2

12

Part B for Jan 41

SUBJECT.

Standard list of Forms to the Registration Dept.

To The Supt. C. Rly Coast Guard

WD 0573—GPB—22,500—12-9-39

5244—5 7 [illegible]

Sanctions in ——

27/1

No. P. C. 82 - encl. 4 statements in duplicate

1902

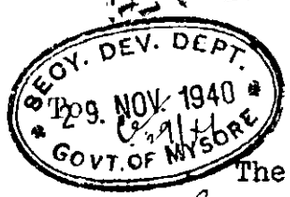
OFFICE OF THE SECRETARY, PRESS COMMITTEE.
GOVERNMENT PRESS,

Bangalore, dated 26th Novr. *194* 0.
28.

PJ 870-40-5

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SECRETARY, PRESS COMMITTEE,
BANGALORE.



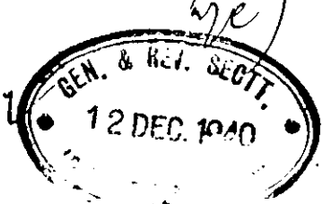
The Secretary to Government,
Development Department, Bangalore.

I have the honour to submit herewith in duplicate four statements of Departmental, Financial and Common forms, with the distribution statement required by the Registration Department countersigned by the Inspector-General of Registration in Mysore, Bangalore, and to request that sanction of Government may kindly be obtained for the same. One copy of each may kindly be returned to this office for reference.

I have the honour to be,
Sir,
Your most obedient servant,

DRS.

Secretary,
Press Committee. 28/11/40.

Subd. The Administrative Sectt. may also be consulted in the matter, if approved.
Orns. Pol -
7-12-40.
Favour of Remarks
Cey 7/12
May be approved -
7/12


List of forms required by the Registration Department

2

General and Revenue Secretariat | P.S. File No. 70 of 1940. | [App. F. III-2

Serial No.

Subl. The statements have been initialled by the Special Duty Superintendent. They have also been standardised.

13.12.40.
pm 18/12 authorised. The supply of forms may be

Secy 18/12

3221

Ce 28/XII/40

Submitted with a draft for approval.

8.1.41 9/1

10 To the Supdt. Govt Press and Secy P.C., the Comptroller
No. A7 52446-5 dt 15-1-41
Sanctions the four statements

& Supdt, financial & common forms to be

printed & supplied to the I.G. of Registration as

Regd.

B
20/1/41

TYPING O.

GEN. & REV. SECTT. 21 JAN. 1941 FOREST BRANCH.

NOTE—Contn. Sheet.

STANDARD LIST OF FORMS OF THE REGISTRATION DEPARTMENT.

WD —GPB—1,000—22-10-40

Serial Number	Authority	Form No. or page of Manual	Name of the form or register	Size of form or register	No. of pages in the register	Whether to be printed on one side or both sides	Nature of binding	Whether to be perforated, ruled or page numbered and book numbered	Kind of paper	Period of supply	Quantity	Remarks
1		1	Book No.I.	F.C. half	250 pages each	Both	~~Half~~ calico with cardboard ~~leather & Calodo~~ Ons	Page numbered	H.M. F.C.	On requisition	B = 1,500 (Books) L.S=2,500 (loose sheets	
2.		2	Book No.II.	-do-	100 pages	-do-	- do -	- do -	20 Lb. F.C.	- do -	B = 20 L.S=2,000	
3.		3	Register of bills and authorities to Deposit Book No.III	- do -	250 pages	-do-	- do -	- do -	H.M. F.C.	-do-	20 books.	(Inspector-(General of (Registration.
4.		4	Miscellaneous Register Book No.IV.	-do-	500 pages	-do-	- do -	- do -	-do-	-do-	50 books	(Registration (only
5.		5	Register of Deposits of bills Book No.V.	Demy	250	-do-	- do-	- do -	Demy	-do-	5 books.	
6.		6	Nominal Index No.1, (To Book No.1).	F.C.	250	-do-	- do -	- do-	H.M. F.C.	-do-	250 books.	
7.		7	Descriptive Index No.2, (To book No.I & III)	F.C.	500p.p.	-do-	- do -	- do -	-do-	-do-	250 books 25,500 loosesheets.	
8.		8	Nominal Index No.3 (To Book IV & V)	F.C.	250 "	-do-	- do -	- do -	20 Lb. F.C.	-do-	20 books 2,350 loosesheets.	
9.		9	- do - No.4 (To Book No.IV)	-do-	250	-do-	- do -	- do -	-do-	-do-	50 books 2,450 loose sheets.	
10.		10	Memorandum of Enclosures.	NEED NOT BE PRINTED.								
11.		11	Receipt for documents (Eng. & Kan).	F.C. ½	200 pages	One	Ordinary paper	- do-	-do-	Annual	1000 books in English need not be printed.	
12.		12	Memorandum of documents.	F.C.	200	Both ~~Both half with Boards~~	Calico Half with card board	-Nil	-do-	-do-	2,000	

	13	Memo of Remittances.	Challan forms (Financial) may be substituted.=								
14.	14	N i l -									
15.	15	Report on the Inspection of the Sub-Registry Offices	½ F.C. Printed portion	10	Both	Nil stitched in book without cover	Nil	-do-	-do-	400	Dist. Registrar & I.G. of Registration.
16.A	16 A	Report on the Inspection of District Registry Offices.	-do-	-do-	-do-	- do -	-do-	-do-	-do-	40	- do -
16	16	N i l.									
17.	17	Register showing the leave granted to Sub-Registrar	Need not be printed.			Blank books may be supplied.					
18.	18	Thumb Impression Registers.	½ F.C.	50	Both	Ordinary paper cover	Ruled vide sample	-do-	-do-	300	- do -
19.	19	Summons.	¼ F.C.	--	One	Nil	Nil	Badami	-do-	3,300	- do -
20.	20	Register of fees and penalties liable.	F.C.	2 quires ~~Gross Bulk~~	Both	Ordinary Cover	Nil	20 lb Badami	- do-	95 books 108 loose sheets.	- do -
21.	21	Daily Registers of fees, etc., realised "A".	Demi	One quire	Both	-do- thick	Nil	20 Lbs. F.C.	-do-	380 books	-do-
22.	22	Register of documents impounded under the Stamp Act:B.	F.C.	-do-	-do-	-do-	Nil	-do-	-do-	104	-do-
23.	23	Register of documents lying unclaimed "C".	-do-	-do-	-do-	-do-	-do-	-do-	-do-	104	-do-
24.	24	Register of Examination of Sub-Registrary (Index "D")	-do-	2 yrs.	-do-	-do-	-do-	-do-	-do-	20	-do-
25.	25	Register of Power of Attorney authenticated under section 33.	-do-	-do-	-do-	-do-	-do-	-do-	-do-	~~140~~ 104	- do -
26.	26	Register of visits made and commissions issued.	-do-	1 yrs	-do-	-do-	-do-	-do-	-do-	104	- do -

STANDARD LIST OF FORMS OF THE REGISTRATION DEPARTMENT.

WD —GPS—1,000—22-10-40

Serial Number	Authority	Form No. or page of Manual	Name of the form or register	Size of form or register	No. of pages in the register	Whether to be printed on one side or both sides	Nature of binding	Whether to be perforated, ruled or page numbered and book numbered	Kind of paper	Period of supply	Quantity	Remarks
50.		39(10)	Statement showing the receipts and expenditure on account of registration.	½ F.C.	Nil	One	Nil	Nil	Badami	Casual on requisition	180	Dist. Registrar.
51.		40	Register showing the receipts of charge allowance.	Need not be printed.								
52.		41	Statement showing the registration receipts and expenditure in Registration Office.	½ F.C.	Nil	One	Nil	Nil	Badami	-do-	2,650	- do -
53.		42	Statement of appeal cases pending disposal in the office of the District Registration officer	½ F.C.	Nil	One	Nil	Nil	-do-	-do-	108	- Do -
54.		43	Encumbrance certificates.	Need not be printed.								
55.		44	Statement showing the number of documents presented for registration.	½ F.C.	Nil	One	Nil	Nil	Badami	-do-	184	- Do -
56.		44.	Encumbrance certificate.	Need not be printed and supplied.								
56.		44(a)	Single Search application.			- Do -	- do -					
57.		44(b)	Nil certificate of Encumbrance on property.	½ F.C.	Nil	One	Nil	Nil	20 Lbs. F.C.	-do-	1500	Not necessar.
58.		44(c)	Certificate showing the list of documents executed by or infavour of a person.	½ F.C	Nil	One	Nil	Nil	-do-	-do-	2000	Dist. Registrar.
59.		44(d)	Certificate of encumbrance on property.	-do-	Nil	One	Nil	Nil	-do-	-do-	2000	- Do -

		Draft notifying documents unclaimed.	-do-	Nil	One	Nil					
	45(B)	Register of distruction of Unclaimed documents.	-do-	Nil	One	Nil	Nil	-do-	-do-	178	- do -
61.	46	Application for transfer for Revenue Registry.	-do-	Nil	One	Nil	Nil	-do-	-do-	2000	(Only limited (number be (supplied.
62.	47	Indent for Registration Register.	¼ F.C.	Nil	One	Nil	Nil	-do-	-do-	2500	Dist. Registrar
63.	43	Cash Remittance Register.	Financial form may be used. (Need not be printed.)								
64.	CR49	Notice form.	½ F.C.	Nil	One	Nil	Nil	Badami	-do-	10000	
65.	50	House Building document register.	F.C.	100 forms. 100 folios	Both	~~Half leather cover calico~~ Calico with cardboard	Nil	N.F. F.C.	-do-		Only to Inspector-General of Registrat (To be supplied on im
66.	51	Minute Book	½ F.C	100 leaves	Both	Cardboard Calico	Page numbered	20 lbs F.C	-do-	170	
67.	52	Key Register to Indexes of documents.	-do-	-do-	-do-	-do-	-do-	-do-	-do-	230	
68.	53	Statement of arrears in Copying and Indexing.	-do-	-do-	-do-	Stiff Cover	Nil	-do-	-do-	230	(For Districts (cluding the ne (formed Mandya (
69.	54	Register of deposit of sealed covers and unclaimed wills received from the Sub-Registrars.	½ F.C	50 leaves	Both	cardboard Calico	Page numbered	-do-	-do-	9	(

Countersigned.

(Sd). A.V. Krishnamoorthy

for INSPECTOR-GENERAL OF REGISTRATION IN MYSORE, BANGALORE.

Bangalore,
Dated 25th October 1940.

Secretary,
Press Committee.

List showing the ~~bare minimum~~ quantity of Departmental forms and registers required for the offices in the Registration Department.

Sl. No.	Form No.	NAME OF THE FORMS.	I-G of Registration's office.	District Registry Offices.								Total
				Mysore 13 offices	Mandya 8 offices	B'lore 12 offices	Tumkur 11 offices	Kolar 12 offices	Hassan 9 offices	Chitaldrug 9 offices	Shimoga 9 offices	Kadur 8 offices	
1.	1	Book I.	1500	--	--	--	--	--	--	--	--	--	1500
		-Do- Loose sheets.	--	400	250	400	300	300	250	200	200	200	2500
		Book II	20										20
2.	2	Book II Loose Sheets.	--	300	250	300	250	250	250	200	200	100	2100
3.	3	Registration of Wills & authorities to adopt III.	20	--	--	--	--	--	--	--	--	--	20
4.	4	Book IV for registering documents affecting morables.	50	--	--	--	--	--	--	--	--	--	50
5.	5	Book V for Deposit of sealed covers.	--	--	--	--	--	--	--	--	--	--	5
6.	6	Nominal Index to Book I.	250	--	--	--	--	--	--	--	--	--	250 Bk
	6(a)	- Do - Forms	--	--	--	--	--	--	--	--	--	--	~~252~~ Bk
7.	7	Descriptive Index to Books I & III.	250	--	--	--	--	--	--	--	--	--	250 Bk
	7(a)	- do - Forms.	--	4000	3000	4000	3000	2500	2500	2000	2500	2000	25500
8.	8	Nominal Index to Book III.	20	--	--	--	--	--	--	--	--	--	20 Bk
	8(a)	- Do - Forms.	--	350	250	35	250	250	250	250	200	200	2350
9.	9	Nominal Index to Book IV.	50	--	--	--	--	--	--	--	--	--	50 Bks
10.	10	Memorandum of Enclosures.		500	300	500	300	300	300	250	300	200	2950.

Forms Ordered not to be printed

11.	11	Receipt Books (Kannada)	80	200	120	130	105	95	95	45	45	40	1000
12.	12	Memorandum of documents.	--	300	250	300	200	200	200	200	200	150	2000
13.	13	Memo of Remittances.	--	2000	2000	2000	2000	2000	2000	2000	2000	2000	18000
14.	16	Report on the Inspection of the Sub-Registry offices.	4	60	34	50	50	56	40	40	40	40	400
15.	15(a)	Report on the Inspection of Registry offices.	4	4	4	4	4	4	4	4	4	4	40
16.	17	Register showing the grant of leave to Sub-Registrars.	--	2	2	2	2	2	2	2	2	2	18
17.		- Do - Loose sheets.	--	12	12	12	12	12	12	12	12	12	108
18.	18	ThumbImpression Registers.	300	--	--	--	--	--	--	--	--	--	300
19.	19	Registration summon forms.	--	500	350	500	350	350	350	300	300	300	3300
20.	20	Register of deficient fees and penalties, etc.	--	15	9	13	11	12	9	9	9	8	95
20(a)		- Do - loose sheets	--	12	12	12	12	12	12	12	12	12	108
21.	21	A. Daily Register of fees, etc.	--	60	50	60	40	40	40	30	30	30	330
22.	22	B. Register of documents impounded & sent to Revenue Department before Registration.	--	15	10	15	12	12	10	10	10	10	104
23.	23	C. Register of documents lying unclaimed.	--	15	10	15	12	12	10	10	10	10	104
24.	24	D. Register of Examination of Indexes furnished by Sub-Registrars.	(2) reserve	2	2	2	2	2	2	2	2	2	20
25.	25	Register of powers attested Section 33.	--	15	10	15	12	12	10	10	10	10	104

Sl. No.	Form No.	NAME OF THE FORMS.	I-G. of Registration's office.	District Registry Offices. Mysore 13 offices	Mandya 8 offices	B'lore 12 offices	Tumkur 11 offices	Kolar 12 offices	Hassan 9 offices	Chitaldrug 9 offices	Shimoga 9 offices	Kadur 8 offices	Total
26.	26	Register of visits and commissions.	--	15	10	15	12	12	10	10	10	10	104
27.	27	Register of appeal cases sections 72 & 73	--	--	--	--	--	--	--	--	--	--	--
28.	28	Register of T.A & Process fees.	--	--	--	--	--	--	--	--	--	--	--
29.	29	Register of Refunds.	--	--	--	--	--	--	--	--	--	--	--
	29(a)	- Do - loose sheets.	--	--	--	--	--	--	--	--	--	--	--
30.	30	Register of showing time taken for copying and returning of documents.	--	--	--	--	--	--	--	--	--	--	--
31.	31	Register of Records.	--	--	--	--	--	--	--	--	--	--	--
32.	32	Register of transfer of Revenue Registry.	--	--	--	--	--	--	--	--	--	--	--
33.	33	A. Return showing the No. of documents & fees under Book I, II & IV.	~~300~~	300	270 ~~250~~	330	270	270	250	250	250	250	2460
34.	34	B. Return of operations other than Registrations in Books I to IV.	--	300	270	350	270	270	250	250	250	250	2460
35.	36	Statement showing the No. of documents impounded, etc.	--	96	64	96	83	93	72	72	72	64	720
36.	36(a)	Notice to party for obtaining refund of fees.	--	300	300	300	300	300	300	300	300	300	2700
37.	36(b)	~~Sa~~ Statement of cases of excess collection of fees.	--	300	300								

ordered not to be printed

38. 38 Form of acknowledgment of refund.	--	300	300	300	300	300	300	300	300	300	2700
39. 38 Cheque book of refund.	--	15	10	15	15	15	15	10	10	10	115
40. 39(1) Annual statement of No.1 receipts, etc.	4	22	16	22	22	24	18	18	18	16	180
41. 39(2) Statement of Registrations.	4	22	16	22	22	24	18	18	18	16	180
42. 39(3) Annual statement of operations other than in Book I, II & IV.	4	22	16	22	22	24	18	18	18	16	180
43. 39(4) Annual statement of fees realised on Registrations in Books I to IV.	4	22	16	22	22	24	18	18	18	16	180
44. 39(5) - Do - of fees other than the above.	4	22	16	22	22	24	18	18	18	16	180
45. 39(6) Annual statement of expenditure.	4	22	16	22	22	24	18	18	18	16	180
46. 39(7) Annual statement of value of documents registered.	4	22	16	22	22	24	18	18	18	16	180
47. (39)(8) - Do - of documents registered on the day of presentation.	4	22	16	22	22	24	16	18	18	16	178
48.39(9) - Do - of Registration of documents.	4	22	16	22	22	24	16	18	18	16	178
49. 39(10) - Do - of Receipts and expenditure on account of Registration.	4	22	16	22	22	24	16	18	18	16	178
50. 40 Register of charge allowance.		--	--	--	--	--	--	--	--	--	--

Sl. No.	Form No.	NAME OF THE FORMS.	I-G. of Registration's office.	District Registry Offices. Mysore 13 offices	Mandya 8 offices	B'lore 12 offices	Tumkur 11 offices	Kolar 12 offices	Hassan 9 offices	Chitaldrug 9 offices	Shimoga 9 offices	Kadur 8 offices	Total
51.	41	Statement showing the Registration receipts, expenditure in Registrar~~'s~~ his office.	--	300	300	300	300	300	300	300	300	250	2650
52.	42	Statement of appeal cases pending disposal in the District Registrar's Office.	--	12	12	12	12	12	12	12	12	12	108
53.	43	Statement showing the No. of documents presented for registration.	4	24	16	24	22	24	16	18	18	16	182
54.	44(a)	Single search application.	-	--	--	--	--	--	--	--	--	--	--
							need not be printed						
55.	44(c)	Certificate showing the list of documents executed by or in favour of a person.	--	250	200	200	250	250	200	200	200	200	~~2000~~ 1950
56.	44(d)	Certificate of encumbrance on property.	--	250	200	200	250	250	200	200	200	200	~~2000~~ 1950.
57.	45(a)	Draft notifying documents unclaimed.	--	24	16	24	22	24	16	18	18	16	178
58.	45(b)	Register of destruction of unclaimed documents.	--	24	16	24	22	24	16	18	18	16	178
59.	46	Form of application for the transfer of Revenue Registry.	--	250	200	250	250	250	200	200	200	200	2000
60.	47	Form of Indent for Registration books and registers.	--	300	250	300	300	300	300	250	250	250	2500
	48	Notice form for unclaimed	--	1500	1000	1500	1500	1500	1000	750	750	500	10000

Sl. No.	Form No.	NAME OF THE FORMS.	I-G. of Registration's office.	District Registry Offices. Mysore 13 offices	Mandya 8 offices	B'lore 12 offices	Tumkur 11 offices	Kolar 12 offices	Hassan 9 offices	Chitaldrug 9 offices	Shimoga 9 offices	Kadur 8 offices	Total
51.	41	Statement showing the Registration receipts, expenditure in Registrar's office.	--	300	300	300	300	300	300	300	300	250	2650
52.	42	Statement of appeal cases pending disposal in the District Registrar's Office.	--	12	12	12	12	12	12	12	12	12	108
53.	43	Statement showing the No. of documents presented for registration.	4	24	16	24	22	24	16	18	18	16	182
54.	44(a)	Single search application.	-	--	--	--	--	--	--	--	--	--	--
55.	44(c)	Certificate showing the list of documents executed by or in favour of a person.	--	250	200	200	250	250	200	200	200	200	~~2000~~ 1950
56.	44(d)	Certificate of encumbrance on property.	--	250	200	200	250	250	200	200	200	200	~~2000~~ 1950
57.	45(a)	Draft notifying documents unclaimed.	--	24	16	24	22	24	16	18	18	16	178
58.	45(b)	Register of destruction of unclaimed documents.	--	24	16	24	22	24	16	18	18	16	178
59.	46	Form of application for the transfer of Revenue Registry.	--	250	200	250	250	250	200	200	200	200	2000
60.	47	Form of Indent for Registration books and registers.	--	300	250	300	300	300	300	250	250	250	2500
61.	48	Notice form for unclaimed documents.	--	1500	1000	1500	1500	1500	1000	750	750	500	10000

need not be printed

	document Register.	--	--	--	--	--	--	--	To be supplied on indents.		
63.	5(i) Minute Books.	--	24	16	24	22	24	18	18	18	16	170
64.	5(j) Key Register to Indexes.	--	35	25	30	25	25	25	25	20	20	250
65.	5(k) Statement of arrears in copying & indexing.	--	30	25	30	25	25	25	25	20	20	230
66.	5(l) Register of sealed covers deposited and wills received for safe custody.	--	1	1	1	1	1	1	1	1	1	9

Countersigned

(sd). A.V. Krishnamoorthy.

for INSPECTOR-GENERAL OF REGISTRATION
IN MYSORE, BANGALORE.

Bangalore,
DATED 26th OCTOBER 1940.

DRS/26-10-1940.

K Rangaswamy
SECRETARY,
PRESS COMMITTEE.

ons.

List showing the quantity of common forms ~~x~~ required annually in the offices of the Registration Department.

Sl. No.	Form No.	Name of the Form.	Quantity required in the offices of I.G. of Registration.	Mysore 13 offices	B'lore 12 offices	Mandya 8 offices	Tumkur 12 offices	Kolar 12 offices	Hassan 9 offices	Chitaldrug 9 offices	Shimoga 9 offices	Kadur 8 offices	Total
1.	A.1.	Acknowledgment cards.	100	260	240	160	240	240	180	180	180	180	1960
2.	A.2.	- Do - forms.	--2	--	--	--	--	--	--	--	--	--	--
3.	A.3.	Acquittance Roll Books.	15	25	25	20	25	25	20	20	20	20	215
4.	A.4.	Application for Privilege leave of ministerial officers.	10	--	--	--	--	--	--	--	--	--	10
5.	A.5.	Application for privilege leave of Gazetted officer	12	12	12	12	12	12	12	12	12	12	120
6.	A.6.	Arrear Lists:	1	1	1	1	1	1	1	1	1	1	10
7.	A.7.	Attendance Register.	--	--	--	--	--	--	--	--	--	--	--
8.	B.8.	Badami covers (big).	--	--	--	--	--	--	--	--	--	--	--
9.	" 9.	- Do - (small)	--	--	--	--	--	--	--	--	--	--	--
10.	" 11.	Bundle slips.	--	--	--	--	--	--	--	--	--	--	--
11.	C12	Cartridge covers big.	--	--	--	--	--	--	--	--	--	--	--
12.	" 13	- Do - (small).	--	--	--	--	--	--	--	--	--	--	--
13.	" 15	Casual leave Register.	1	1	1	1	1	1	1	1	1	1	10
14.	" 16	Character books.	5	7	7	6	7	7	6	5	5	5	60
15.	" 17	Character Reports.	5	5	5	5	5	5	5	5	5	5	50
16.	" 18	Confidential covers.											

Covers will not be supplied by the govt. Press as per govt. orders.

Covers will not be supplied

17.	" 19	- Do - Cards.	25	5	5	5	5						
18.	" 20	- Do - Slips.	50	15	15	15	15	15	15	15	15	15	185
19.	" 21	Covering memo to send bills for audit.	50	12	12	12	12	12	12	12	12	12	158
20.	" 23	C.R.B. Statement forms A to E.	50 each	10	10	10	10	10	10	10	10	10	140
21.	" 24	- Do - C1 to 4.	50 each	10	10	10	10	10	10	10	10	10	140
22.	D.25	Disposal Register 12 kinds.	(current register 6 & the rest 1 each	6+1 each	6+1 each	6+1 each	6+1 each	6+1 each	6+1 each	6+1 each	6+1 each	6+1 each	60+10 each
23.	" 26	D1. Disposal sheets.	100	50	50	30	30	30	30	30	30	30	410
24.	" 27	D2. Disposal sheets.	500	250	250	200	200	200	200	200	200	200	2400
25.	" 28	Docket forms (big)	700	300	300	200	200	200	200	200	200	200	2700
26.	" 29	- Do - (small).	1000	700	700	500	500	500	500	500	500	500	5900
27.	" 30	D.O. Letter Heads(big)	100	25	25	25	25	25	25	25	25	25	325
28.	" 31	- Do - (small)	100	25	25	25	25	25	25	25	25	25	325
29.	" 32	D.O. Covers (big).	100	25	25	25	25	25	25	25	25	25	325
30.	" 33	- Do - (small).	100	25	25	25	25	25	25	25	25	25	325
31.	" 34	- Do - (Foolscap).	50	25	25	25	25	25	25	25	25	25	275
32.	" 35	- Do - (Demy).	100	25	25	25	25	25	25	25	25	25	325
33.	" 36	Draft for approval (big)	100	25	25	25	25	25	25	25	25	25	325
34.	" 37	- Do - (small)	100	25	25	25	25	25	25	25	25	25	325
35.	P. 38	Draft continuation forms.	100	25	25	25	25	25	25	25	25	25	325
36.	E.40	Early cards.	25	5	5	5	5	5	5	5	5	5	70
37.	" 41	Early slips.	50	10	10	10	10	10	10	10	10	10	140

Sl. No.	Form No.	Name of the form.	Quantity required in the offices of the I-G of Registration.	Mysore 13 offices	B'lore 12 offices	Mandya 8 offices	Tumkur 12 offices	Kolar 12 offices	Hassan 9 offices	Chitaldrug 9 offices	Shimoga 9 offices	Kadur 8 offices	Total
38.	E.42	Economy slips.	500	600	600	600	600	600	600	600	600	600	5900
39.	" 43	Endoreement cards(Eng.)	--	--	--	--	--	--	--	--	--	--	--
40.	" 44	- Do - (Kan.)	--	These are not printed as per orders.									
41.	" 45	Endorsement Forms(Eng.)	100	100	100	100	100	100	100	100	100	100	1000
42.	" 46	- Do - (Kan.)	100	100	100	100	100	100	100	100	100	100	1000
43.	F.47	Facing sheet forms.	--	--	--	--	--	--	--	--	--	--	--
44.	" 48	File covers.	--	No. 47, 48 and 49 are identical forms.									
45.	" 49	File facing sheets.	50	50	50	50	50	50	50	50	50	50	500
46.	" 50	File headings.	--	--	--	Please see form no. 49			--	--	--	--	--
47.	" 51	Flag slips.	10 sets.	5	5	5	5	5	5	5	5	5	55
48.	" 52	Form Issue book.	2	13	13	10	13	12	9	9	9	8	98
49.	" 53	Form Receipt book.	2	13	13	10	13	12	9	9	9	8	98
50.	" 54	Rm From Registers.	--	12	12	8	12	12	9	9	9	8	91
51.	I.55	Immediate cards.	10	5	5	5	5	5	5	5	5	5	55
52.	I.56	Immediate slips.	25	10	10	10	10	10	10	10	10	10	115
53.	" 57	Index Index slips.	25	10	10	10	10	10	10	10	10	10	115
54.	" 58	Index Registers.	7	12	12	12	12	12	12	12	12	12	115
55.	" 59	Interview pads.	5	2	2	2	2	2	2	2	2	2	23

58.	" 63	Memo acknowledging document	--	--	--	Please see serial no. 2	--	--	--	--	--	--	--
59.	" 64	Memo books (big).	--	--	--	Please see serial no. 60	--	--	--	--	--	--	--
60.	" 65	- Do - (small).	~~5~~	~~12~~	~~12~~	~~8~~	~~12~~	~~12~~	12	9	8	~~8~~	~~93~~
61.	" 66	Memo calling for returns.	5	2	2	2	2	2	2	2	2	2	23
62.	" 67	Memorandum forms	100	50	50	50	50	50	50	50	50	50	550
63.	" 68	Memo forwarding documents	5	2	2	2	2	2	2	2	2	2	23
64.	" 69	Memo forms with loose sheets.	2	--	--	--	Please see serial no. 2	--	--	--	--	--	--
65.	N.70	Note forms.	~~100~~	~~20~~	~~20~~	~~20~~	~~20~~	~~20~~	~~20~~	~~20~~	~~20~~	~~20~~	~~280~~ 100
66.	" 71	Note continuation forms.	~~100~~	--	--	--	--	--	--	--	--	--	
67.	" 72	Note for orders (big).	~~100~~	~~25~~	~~25~~	~~25~~	~~25~~	~~25~~	~~25~~	~~25~~	~~25~~	~~25~~	325
68.	" 73	- Do - (small).	--	--	--	--	--	--	--	--	--	--	--
69.	" 74	Note for orders continuation forms.	~~100~~	~~25~~	~~25~~	Please see serial no. 66, 65 and 88.	~~25~~	~~25~~	~~25~~	~~25~~	~~25~~	~~25~~	~~325~~
70.	" 75	Notification forms.	50	--	--	--	--	--	--	--	--	--	50
71.	O.76	Order books.	2	1	1	1	1	1	1	1	1	1	11
72.	P.77	Paper under disposal slips.	100	25	25	25	25	25	25	25	25	25	325
73.	" 78	Packet slips.	--	--	--	--	not printed	--	--	--	--	--	--
74.	" 79	Peon's delivery books.	3	13	12	8	12	12	9	9	9	8	95
75.	" 80	Proceedings forms (big).	50	--	--	--	--	--	--	--	--	--	50
76.	" 81	- Do - (small).	50	--	--	--	--	--	--	--	--	--	50
77.	R.82	R.Disposal registers.	2	1	1	1	1	1	1	1	1	1	1¢
78.	" 83	- do - sheets.	100	50	50	50	50	50	50	50	50	50	550

Sl. No.	Form No.	Name of the form.	Quantity required in the offices of the I-G of Registration.	Mysore 13 offices	B'lore 12 offices	Mandya 8 offices	TumKur 12 offices	Kolar 12 offices	Hassan 9 offices	Chitaldrug 9 offices	Shimoga 9 offices	Kadur 8 offices	Total
79.	R.84	Register of recovery advances.	--	--	--	--	--	--	--	--	--	--	--
80.	" 85	Register of Court attachments.	--	--	--	--	--	--	--	--	--	--	--
81.	" 86	Register of other Recoveries.	--	--	--	--	--	--	--	--	--	--	--
82.	" 87	Reminder Cards (Eng.)	100	50	50	50	50	50	50	50	50	50	550
83.	" 88	- Do - (Kan).	--	--	--	--	--	--	--	--	--	--	--
84.	" 89	Reminder Forms (Eng.).	100	50	50	50	50	50	50	50	50	50	550
85.	" 90	- Do - (Kan.).	--	--	--	--	--	--	--	--	--	--	--
86.	" 91	Revenue Requisition books.	1	1	1	1	1	1	1	1	1	1	10
87.	" 92	- Do - slips.	100	100	100	100	100	100	100	100	100	100	1000
88.	" 93	Routine forms.	100	25	25	25	25	25	25	25	25	25	325
89.	" 94	Routine continuation forms.	--	--	--	--	--	--	--	--	--	--	--
90.	S.95	Service Post Cards.	100	50	50	50	50	50	50	50	50	50	550
91.	" 96	Shorthand Note books.	6	--	--	--	--	--	--	--	--	--	--
92.	" 98	Stationery Issue books.	2	13	13	9	12	12	9	9	9	9	97
93.	" 99	- Do - Receipt books.	2	13	13	9	12	12	9	9	9	9	97
94.	₹100	Tappal book.	2	13	13	9	12	12	9	9	9	9	97
95.	₹101	Telegram Message books.	1	1	1	1	1	1	1	1	1	1	10

cf. financial forms.

~~96. T.102~~	~~do~~	Confirmation books.	1								
97. T.103	"To"	Registers.	--	12	12	8	12	12	9	9	9	9	92
98. U.104	Urgent	Pads.	2	2	2	2	2	2	2	2	2	2	20
99. " 105	Urgent	slips.	25	10	10	10	10	10	10	10	10	10	115

COUNTERSIGNED

(sd). A.V. Krishnamoorthy

for Inspector-General of Registration
in Mysore.

Bangalore,
Dated 5th Nov. 1940.

DRS/5-11-40.

Secretary,
Press Committee.

oms.

Statement showing the ~~size wise~~ number of Financial and Judicial forms required for Registration Offices in the State.

Sl. No.	Form No.	NAME OF THE FORM.	District Registry Offices.									
			Head Office	Mysore 13 offices	B'lore 12 offices	Mandya 8 offices	Tumkur 11 offices	Kolar 12 offices	Hassan 9 offices	Chitaldrug 9 offices	Shimoga 9 offices	Kadur 8 office	Total
		FINANCIAL.											
1.		Acquittance Roll.	1	13	12	8	11	12	9	9	9	8	92
2.		Remittance Chellans.	1	30	30	25	30	30	25	25	25	25	246
3.		Remittance Register.	-	40	36	24	33	36	27	27	27	24	274
4.	Fl.19	Establishment Pay bill.	20	200	200	150	200	200	150	150	150	150	1570
5.	" 20	Absentee Statement.	20	160	160	120	160	160	120	120	120	120	1260
6.	" 20(b)	Detailed bill of Remuneration to Copyists.	20	120	120	100	120	120	100	100	100	100	1000
7.	21	Detailed contingent bill form payable at the Treasury.	50	25	25	20	25	25	25	20	20	20	255
8.	22	- Do - not payable at the Treasury.											
9.	23	Abstract Contingent bill form.	Need not be supplied as there is no A.C. bill to be used										
10.	42	Schedule of Establishment Form.	5	30	30	20	25	30	20	20	20	20	220
11.	100 (b)	Permanent Advance acknowledgment.	5	20	20	15	20	20	15	15	15	15	160
12.	190	Periodical increment certificate form.	20	50	50	40	50	50	40	40	40	40	420
13.	60	Pension Application.	10	10	10	10	10	10	10	10	10	10	100

14.	50 Pensioner's Half.	10	10	10	10	10	10	10	10	10	10	100
15.	Application for Compassionate gratuity.	10	5	5	5	5	5	5	5	5	5	55
16.	13 Travelling Allowance bill form.	20	150	150	~~230~~ 80	120	120	120	120	120	80	1080
17.	22 Receipt for service Stamps perchased from the Treasury.	20	150	150	80	120	120	120	120	120	80	1080
18.	19(a) Account book of service stamps.	1	1	1	1	1	1	1	1	1	1	11
19.	108 Last Pay Certificate books.	1	13	12	8	11	12	9	9	9	8	92
	INSURANCE FORMS.											
20.	M.S.L.I. 1 Proposal for Insurance.	20	20	20	15	20	20	15	15	15	15	175
21.	3 Confidential Report forms.	20	20	20	15	20	20	15	15	15	15	175
22.	6 Docket forms.											
23.	10 Premium deduction forms.	25	160	160	120	160	160	120	120	120	120	1265
~~24x~~	STATE PROVIDENT FUND FORMS.											
24.	1 Application for State Provident Fund.	10	20	15	20	15	15	15	15	15	15	155
25.	3 Subscription deduction form.	20	100	100	80	100	100	80	80	80	80	820
26.	5 Advance application form.	20	15	10	10	~~15~~ 15	15	10	10	10	10	125
27.	76 Application for withdrawal.	20	15	10	10	15	15	10	10	10	10	125 ~~123~~

Sl. No.	Form No.	NAME OF THE FORM.	District Registry Offices.									
			Head office	Mysore 13 offices	B'lore 12 offices	Mandya 8 offices	Tumkur 11 offices	Kolar 12 offices	Hassan 9 offices	Chitaldrug 9 offices	Shimoga 9 offices	Kadur 8 offices	Total
		FINANCIAL REGISTERS.											
28.		Cash Book.	1	13	12	8	11	12	9	9	9	8	92
29.		Imprest Register.	There are no such kinds of registers.										
30.		Abstract Contingent Register.											
31.		Detailed Contintent Register.	1	1	1	1	1	1	1	1	1	1	10
		JUDICIAL FORMS.											
32.		Defendant summon forms.	--	130	130	80	110	120	120	90	90	90	960
33.	Cr.P.76	Order Sheet.	--	50	50	30	50	50	30	25	25	25	335
34.	Cr.P.105	Requisition for service summons.	--	50	50	35	50	50	35	20	20	20	330
35.	"9	Witness Summons.	--	250	200	150	200	200	150	100	100	100	1450
36.	"37	Deposition forms.	--	150	150	150	150	150	150	100	100	100	1200
37.	"107	Table of contents.	--	30	30	30	30	30	30	30	30	30	270
38.	"93	List of contents.	--	30	30	30	30	30	30	30	30	30	270
39.	"92	Title pages.	--	30	30	30	30	30	30	30	30	30	270
40.	"15	Decree forms (English).	--	30	30	30	30	30	30	30	30	30	270
41.		- Do - (Kannada).											

42. " 7 Warrant forms.	--	100	100	100	100	100.	100	100	100	100	900
43. Witness Batta Register.	--	2	1	1	1	1	1	1	1	1	10
44. Execution Register.	--	1	1	1	1	1	1	1	1	1	9
45. Register of Recovery of Advance.	1	1	1	1	1	1	1	1	1	1	10
46. Register of Court attachment.	1	1	1	1	1	1	1	1	1	1	10

Countersigned

(Sd) · A.V. Krishnamoorthy ·

for INSPECTOR GENERAL OF REGISTRATION
IN MYSORE, B'LORE.

Bangalore,
Dated 25th October 1940.

DRS.

for Secretary,
Press Committee.

G. R. S. App. F VI—G 2]

SUBJECT .....

.....

.....

Diary No. of letter replied to .....

General and Revenue Secretariat

( )

the *193*

Date of issue ..... 15/1/.....193

Signed by .....

May this be—

(i) printed ?

(ii) treated as a standing order ?

(iii) published in the Gazette, English Part ?

(iv) translated ?

(v) placed at the disposal of the press ?

(vi) published in the Gazette, Kannada Part ?

Section. P&S

File No. 70-40

Serial No. 10

Proceedings of the Government of His Highness the Maharaja of Mysore

Read— Letter No. P.C. 82 & 28.11.40 from the Secy, Press Committee, Bangalore for the sanction of Govt.

Submitting 4 four statements of ~~departmental~~ departmental, financial & Common forms in duplicate with the distribution statement to be printed & supplied to the Inspector General of Registration in Mysore, duly countersigned by the latter.

Order thereon.—No. Ft J 5 2474-5

Sanctioned.

Dep Secy to Govt.

To

The Supdt, Govt. Printing & Secy. Press Committee (with one copy each of the forms)

The Compt & Govt.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

13

Read :—

Letter No.P.C.82, dated the 28th November 1940 from the Secretary, Press Committee, Bangalore, submitting for the sanction of Government four statements of departmental, financial and common forms in duplicate with the distribution statement to be printed and supplied to the Inspector General of Registration in Mysore, duly countersigned by the latter.

O R D E R NO. Ar 7 8244-8 Pres.

Dated, Bangalore, the 15 January 1941.

S A N C T I O N E D.

Secretary to Government,
Development Department.

To:-

The Superintendent, Government Printing and Secretary, Press Committee (with one copy each of the forms) in original

The Comptroller to Government of Mysore.

BKP/3-